



## Interim Review – Guideline Tool

Interim Review discussions should be a positive and engaging experience regularly carried out with all employees. By closely observing the employee's performance and documenting specific examples of their performance, the rater will be able to better explain their observation of the employee's performance during the Interim Review. Interim Review discussions regarding the employee's performance of the stated work outcomes that have been well documented allow the supervisor to better prepare for the annual evaluation.

### Questions a rater should ask themselves in advance of an Interim Review discussion

<ol style="list-style-type: none"> <li>1. Has it been at least 30 days since the performance planning discussion or previous review discussion?</li> <li>2. Is each work outcome that was previously discussed in the performance plan still relevant?</li> <li>3. Have I based my observations and ratings on the measurements previously established with the employee?</li> <li>4. Have I outlined my plan for the discussion to make it a developmental and engaging experience and not a one-sided judgment?</li> <li>5. Have I praised a solidly good job where appropriate and avoided nitpicking relatively insignificant items?</li> <li>6. Have I prioritized and focused on improvement needs, so that efforts can be concentrated on areas of greatest importance?</li> </ol>	<ol style="list-style-type: none"> <li>7. Is my written description of my observations consistent with other feedback I provided the employee during the year?</li> <li>8. Have I analyzed and described performance honestly, respectfully, factually, and accurately?</li> <li>9. Is the feedback I'm providing meaningful, relevant, appropriate and timely?</li> <li>10. Is my written description of performance clear and to the point? If this interim review feedback were discussed with me, would I understand exactly where my performance met or exceeded expectations and where my performance needed improvement?</li> <li>11. Have I reviewed the performance rating definitions to make sure that my individual ratings are consistent with the guidelines?</li> </ol>
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### The Interim Review Process consists of four critical steps

Step 1 - Observation and Notation	Step 2 - Discussion Preparation	Step 3 - Discussion with the Employee – COACHING	Step 4 - Documenting the Discussion And Recording in Edison
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Step 1 Observation and Notation	Step 1 is an ongoing action and will be performed throughout the performance cycle and used as a reference during Step 2- Discussion Preparation.
Yes ____ No ____	Have I observed the employee's performance?
Yes ____ No ____	Have I created notes specific about the employee's S.M.A.R.T. work outcome achievements or inconsistencies in performance?
Yes ____ No ____	Are my notes and examples of the employee's performance specific, fair and objective and do they cover the time from the performance planning discussion or the last review discussion to the current discussion?
Please continue to Step 2 on the following page.	

<b>Step 2</b> <b>Discussion Preparation</b>		During Step 2, you will prepare the employee for the upcoming discussion and prepare a record of your observations of the employee's performance of the S.M.A.R.T. work outcomes. Keep in mind that examples used during the discussion to support the rater's evaluation of the employee's performance must be specific, objective and cover the time from the performance planning discussion or the last review discussion to the current discussion.
Yes ____ No ____	Have I reviewed the performance plan and my observation notes of the employee's performance to determine how well each work outcome has been achieved or determined if the employee has performed inconsistently? (This is information collected during Step 1 above.)	
Yes ____ No ____	Have I identified which S.M.A.R.T. work outcome statements I will provide feedback on during the Interim Review discussion? (You must discuss each work outcome from the Performance Plan with the employee during the performance management cycle)	
Yes ____ No ____ Yes ____ No ____	Using the standard rating scale, have I identified a rating for each expected S.M.A.R.T. work outcome statement that we will be discussing?	
Yes ____ No ____	a. Is each rating supported with specific, fair and objective observations? (These specific examples of your observations better enable the employee to understand your observation and current rating of their performance.) b. Am I able to describe in specific detail examples of what the employee might do to improve performance?	
Yes ____ No ____ Yes ____ No ____ Yes ____ No ____ Yes ____ No ____	Did I schedule the Interim Review in advance with the employee? a. Did I select a private location for the Interim Review discussion? b. Did I tell the employee which work outcomes we will be reviewing? c. Did I ask the employee if they had any suggested work outcomes they would like to review and did I make note of this to ensure that I discuss their suggestions?	
<b>Step 3</b> <b>Discussion with the Employee – COACH</b>		It is important to clearly describe in concrete terms your observations of the employee's performance. It is also important to encourage the employee to fully participate in the conversation and assist in identifying actions to take to achieve the expected performance standards and work outcomes.
Yes ____ No ____	Have I recognized areas in which the employee is performing well and expressed my confidence that the employee can do a good job?	
Yes ____ No ____ Yes ____ No ____ Yes ____ No ____ Yes ____ No ____	Have I discussed options for improving or sustaining the performance of each work outcome? If changes in the employee's performance are needed, have I asked the employee what they think they could do differently in order to achieve the desired outcome? (If there are a number of performance weaknesses which should be corrected, it may be wise to focus attention on only one or two areas during a single Interim Review. Too much criticism at any one time may cause an employee to become upset and defend their performance rather understand how to improve their performance.) a. Did I outline the specific things the employee should do to perform better? b. Did I set a specific time for these changes to occur, and schedule another Interim Review to assess the effects of these changes?	
Yes ____ No ____	Have I discussed with the employee each S.M.A.R.T. work outcome and how I arrived at the rating to this point?	
Yes ____ No ____	Have I listened carefully to the employee's view of their performance? (They may have provided valuable input for my coaching efforts that might need to be included in the documentation following our conversation.)	
Yes ____ No ____	Have I discussed the consequences of their performance well in advance of the annual evaluation?	
Yes ____ No ____	Have I discussed the impact of their performance improvement goals and a time to review progress?	
<b>Step 4</b> <b>Documenting the Discussion and Recording in Edison</b>		Documentation is critical. While the Interim Reviews are not part of the personnel file (or employee's official record), the dates of the Interim Review discussions must be recorded in Edison to demonstrate that the Performance Management procedural steps are being followed for compliance with the law.
Yes ____ No ____	Following the conversation with the employee, did I review my previous documentation and make changes as needed, adding relevant information the employee may have provided during our discussion?	
Yes ____ No ____	Did I enter the discussion date into the proper document in Edison?	
Yes ____ No ____	Did I inform the employee to log into Edison and "acknowledge" the discussion?	
Yes ____ No ____	Did I log back into Edison and "complete" the Interim Review process, after the employee acknowledged the discussion?	